

APPENDIX E

EXAMPLES OF COORDINATION LETTERS

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Introduction

This appendix gives examples of letters and information from agencies, and responses with information. Comments on each example point which are especially important to EPA's review.

Request letters (see examples 1 and 2) should include a good location map of the project area and a brief description of the proposed action, Suggestions about specific information to ask for are provided in Table 2-4 of this Handbook.' Current agency addresses are provided on Table D-1 of this Handbook.

Response letters (see examples 3 through 7) should be included with an EID. Usually, a letter equivalent to each of the agency responses is this Appendix needed as indicated in Table 2-4 is necessary. Additional coordination may be of this Handbook.

EXAMPLE 1. REQUEST: U.S. FISH AND WILDLIFE SERVICE(FWS)

The attached example:

- 1) locates the facilities using township and range coordinates and a USGS topographic map;
- 2) describes the basic aspects of the project;
- 3) provides baseline case a biological coordination at or information that may assist the FWS, in this survey (and in other cases, records of past near the site);
- 4) notes that a similar request is being sent to the State biological resources contact, effectively anticipating that one FWS response would be that such a State request be made.

EXAMPLE 2. REQUEST: STATE CULTURAL RESOURCES CONTACT

The attached example provides the same kinds of information as Example 1:

- 1) clear location;
- 2) project description:
- 3) baseline information;
- 4) related coordination.

EXAMPLES 3A AND 3B. RESPONSE: U.S. FISH AND WILDLIFE SERVICE

The attached example (3a) for a swine farm:

- 1) indicates no Federally-listed threatened or endangered species or habitats will be impacted;
- 2) indicates other concerns such as potential downstream impacts, and suggests mitigation measures.

Often as not, some species will be in the area, and the Service will either indicate no effect is expected or will ask the applicant to provide more information, such as a field survey. The field survey will either show no effect or the applicant will be asked to mitigate impacts (for example, locate and move American Burying Beetles).

The attached example (3b) for a mine:

- 1) provides a list of endangered species;
- 2) requests a field survey;
- 3) contains maps of area wetlands;
- 4) says to coordinate with the Corps of Engineers.

EXAMPLE 4. RESPONSE: U.S. ARMY CORPS OF ENGINEERS

The attached example:

- 1) indicates no wetlands will be impacted;
- 2) shows on a flood hazard map that 100-year flood plain, and requires project (basically, no construction the project is partially in a that no hazard result from the in the flood zone).

When wetlands may be affected, a common outcome is for the Corps to allow the impacts under a Nationwide requirements); or require specific require a project-specific individual permit (and attach the permit mitigation, such as avoidance; or permit.

**EXAMPLE 5. RESPONSE: U.S. NATURAL RESOURCE CONSERVATION
SERVICE (SOIL CONSERVATION SERVICE)**

The example below:

- 1) indicates which prime soils will be affected (often as not the Applicant just receives a list and map, and must figure it out directly) ;
- 2) indicates that no adverse impact will occur if a waste management plan is followed (in this management plan).

EXAMPLE 6. RESPONSE: STATE CULTURAL RESOURCES CONTACT

The attached example is from Oklahoma, which has two agencies that need to be contacted concerning historical and archeological resources (some states have just one). This example:

- 1) indicates an archeological survey is necessary;
- 2) indicates that the area contains no sites on the National Register of Historic Places;
- 3) indicates that the survey was acceptable.

Note that the survey reports are often well done, with good descriptions of site landforms, vegetation, etc. which may be useful to an EID in general.

EXAMPLE 7. RESPONSE: STATE BIOLOGICAL RESOURCES CONTACT

This example is from Oklahoma. As with cultural resources, Oklahoma has two biological resource agencies that should be contacted. This example:

- 1) indicates that there are no sr-are-listed threatened or endangered species in the area of the project;
- 2) identifies other concerns such as potential downstream impacts, and suggests mitigation measures;
- 3) lists rare species and significant ecological communities in the vicinity of the project.